



**Administrative Assistant
Professional 4
Faculty of Engineering & Computing
18 Month Fixed Term Contract**

Dublin City University

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

The Role

The University is seeking an Administrative Officer to be placed in the Faculty of Engineering & Computing. The postholder will work as part of the Professional Support Unit in the Faculty and will provide a professional and comprehensive administrative service in support of a broad range of Faculty activities.

The postholder will report to the Faculty Manager or nominee/s and will liaise closely with the heads of school, academic programme chairs, lecturers, students, colleagues in other faculties and central university units and external stakeholders on a regular basis. The role involves the

use of multiple business systems, adherence to strict deadlines, the ability to deal efficiently with large volumes of data and to simultaneously progress multiple processes.

The postholder will represent the Faculty at University Committees in the relevant areas to Teaching and Learning.

Duties and Responsibilities: Principal Duties and Responsibilities

The duties and responsibilities of the position include, but are not restricted to:

Examinations and Assessment Administration

- To include validation of examination timetables, processing examination results, ensuring data accuracy, quality and integrity is maintained;
- Producing Examinations and Assessment reports for review by internal and external stakeholders and providing guidance to ensure adherence to University regulations;
- Progression and resolution of issues and queries relating to examination and assessment administration;
- Generation of reports and maintenance of examination and assessment related records;
- Validation of graduation data;

Timetabling

- Planning for and generating timetables for a number of undergraduate and postgraduate programmes, ensuring all logistic issues are considered;
- Extracting and analysing timetabling data, maintaining relevant records;
- Participating in ongoing timetable system developments;

Academic Programme Administration

- Provision of comprehensive administrative assistance to Faculty Programme Boards, creating agenda for meetings, minute taking for assigned Programme Boards and pursuing arising actions and maintaining appropriate records;
- Updating approved academic programme information on relevant databases;
- Providing administrative guidance to academic colleagues on University regulations;
- Assisting with the drafting of documentation associated with Programme Development and Programme Quality Reviews;
- Liaising with central University units in relation to student queries and applications;
- Assisting with routine financial administration;
- General faculty administration and records management in line with General Data Protection Regulation (GDPR) requirements and university policy in relation to student and other queries including Freedom of Information (FOI) requests;

Due to the dynamic environment within the Faculty and the University, the range of duties and responsibilities attaching to the post will be subject to change.

Qualifications, Skills and Experience Required

Candidates must have a Primary Degree or equivalent in an appropriate area. In addition, the ideal candidates will:

- Have a proven track record in administering multifaceted processes and operations in a complex or large-scale organisation, preferably in a higher education environment.
- Have excellent written communication skills.
- Demonstrate competence in the use of complex IT systems and MS Office.

- Be self-motivated, well organised, able to plan, coordinate and progress tasks on their own initiative.
- Be reliable and demonstrate a flexible positive attitude with strong stakeholder service focus.
- Be able to contribute to the on-going development and refinement of administrative processes.
- Demonstrate an ability to work effectively as part of a wider administrative team.
- Have excellent interpersonal and communication skills applicable across students and staff in all roles.
- Demonstrable commitment to high quality in their work.

Essential Training

Training required for the role should be entered here. At a minimum, the following should be entered in addition to other applicable, role specific mandatory training:

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

Dublin City University is an equal opportunities employer.

In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes.

The University's Athena SWAN Bronze Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the [DCU Policy Starter Packs](#)